

Stuart R. Davis II

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: International Business Administration
GPA: 2.84

Selected Courses:

Japanese Elements I	Marketing Management
Japanese Elements II	Legal Environment of Business
Financial Accounting	

ACTIVITIES:

Public Relations, Temple University Anime Club, Fall 2012- Present

EXPERIENCE: MILLBOURNE BOROUGH HALL, Millbourne, PA July 2010 - August 2010
PYN Intern

- Conducted multiple audits for the .01 square mile municipality while receiving instruction from a government office setting and working outdoors.
- Performed light office work such as filing and other administrative responsibilities required by the employer such as quantitative analysis of data gathered in the field.
- Completed a business audit of the businesses in the area and gathered updated information that the municipality needed in order to make budgetary decisions.

SKILLS & LANGUAGES:

- Microsoft Word, PowerPoint, Outlook
- Japanese; Intermediate Writing, Reading, and Speaking
- Trained in SAP